

# IPRS Implementation Steering Committee

Meeting Minutes – June 19, 2002

## Attendees: IPRS Implementation Steering Committee

Art Costantini	SEC	Jack St. Claire	DSL	absent
Barbara Moore	Tideland	Bob Stayton	Sandhills	absent
Diane Poe	CenterPoint	Grace Crockett	Mecklenburg	absent
Melanie Thomas	Alamance-Caswell	Karen Andrews	Pathways	absent
Mark Robeson	Lee-Harnett	Gary Fuquay	Controller's Office	absent
Gary Imes	DMH/DD/SAS	Tara Larson	DMH/DD/SAS	absent

## IPRS Implementation Support and guests

Vicki Steele	SEC	Sharlene Brown	EDS	
Whitney Goodson	SEC	Shawn Holland	DIRM	
Christal Wood	DSL	Rick Olson	DIRM	
Vince Joyce	Mecklenburg	Jim Ryals	DIRM	
Bob Duke	Controller's Office	Carol D. Clayton	NCCCP	absent
Anita Curtis	DMH/DD/SAS	Jay Dixon	Controller's Office	absent
Betty Cogswell	DMH/DD/SAS	Joyce Sims	EDS	absent
Jean Revenew	DMH/DD/SAS	Cathy Bennett	EDS	
Paul Carr	EDS	Shannon Jones	EDS	
Bob Gibb	Mecklenburg	Wendy Rackley	DSL	

### 1) Introductions / Announcements

### 2) Review and approve minutes

- a) Requested approval of May 15 meeting minutes – minutes approved.

### 3) Open Items

- a) Controller's Office policy regarding 1/12 Advances to APs and Hold Harmless

### 4) The State Plan – (Gary Imes)

- a) Finalizing of Target Population Groups – Division Workgroup has finalized
  - i) Will carry through next fiscal year – no changes prior to next fiscal year
- b) The Array of Services was approved for distribution. This document will be updated when changes are necessary.
- c) The Service Definitions have been updated and will be published by Program Accountability.
- d) Distribution of the revised State Plan – The new version should be approved by July 1, 2002.

### 5) IPRS Implementation Planning (Betty Cogswell)

- a) IPRS Phase Selection Update
  - i) Phase 1 = 6 APs
  - ii) Phase 2 = 8 APs
  - iii) Phase 3 = 14 APs
  - iv) Phase 4 = 7 APs
  - v) Mecklenburg has not selected a phase.
  - vi) APs can request a change of phase by e-mailing Betty and copying the Area Director and Gary Imes.
- b) TPA for Phase I APs
  - i) All TPA's have been returned with the exception of Wayne County. Betty to follow up.
- c) MOA for Phase I APs
  - i) Waiting for several MOA's to be returned.
- d) EDS Technical Environment Assessment and EDS Site Visit to IPRS Phase I APs
  - i) VGFW and Guilford site visits are complete; Wayne is not scheduling one.
  - ii) Site visits for Smoky, New River, Pathways are scheduled for June 24-26.
- e) Update on FTP capability
  - i) FTP should be production ready soon. Sharlene will give technical update today.
  - ii) Secure FX (minimal cost) has a GUI interface and is Christal's choice; Putty (free) requires "Command Line Parms" and can be used as well.
- f) Publication of FY02-03 Target Populations including the new Transitional Non-Covered (TNC).

- g) Array of Services update
    - i) Division Workgroup has finalized the Arrays of Services.
      - (1) Changes can be made at any time.
      - (2) Have been sent out to Pilots and Phase I APs and will be published through the IPRS Coordinators for Phase II through Phase IV APs.
  - h) A detailed project plan for Phase I implementation with only AP tasks is being developed for use by the APs in tracking project status.
  - i) Bi-weekly "meet me" calls have been scheduled with Phase I APs to discuss project status, implementation approaches and concerns.
    - i) May change to weekly calls in July
  - j) Update on Service Definition Manual – not finalized
    - i) A draft of the manual was distributed to DefCom7 committee members for their review and comments. After committee approval, it will be forwarded by Program Accountability to Division Management for their review and approval before final distribution.
    - ii) Betty will send draft copies to anyone who wants one.
- 6) IPRS Communications and Training (Betty Cogswell)**
- a) IPRS training by DMH/DD/SAS Disability Section staff on FY02-03 target population eligibility for Pilots on 6/4/02 and for Phase I APs on 6/5/02. Training is being scheduled for Phase II - IV APs.
    - i) IPRS Session 1 Training for Phase II APs was held on 6/11-13/02 by Shawn and Cheryl. Another session will be held 6/25-27/02.
      - (1) Compliments of training from Mark Robeson
    - b) IPRS Session 1 Training for Phase III APs is a 3-day training session scheduled for August 20-22 and August 27-29 in Raleigh.
  - c) IPRS Session 2 Training for Phase I APs is tentatively scheduled for August 6-8 in Raleigh.
  - d) IPRS Web Site updates
    - i) IPRS Pilot Site Issues will be posted on the web site and will be updated as often as possible.
    - ii) Target Population Groups, Arrays of Services, Target Population Concurrence Chart and Target Population Hierarchy will be posted on the web site once they are finalized. Arrays of Services will be updated, as needed, and IPRS Coordinators notified.
  - e) Per Betty, each AP needs to assign a site coordinator (and a back up) for security.
- 7) Escalation of Policy Issues -**
- 8) Open Discussion**
- a) IPRS Pilot Site Issues List
    - i) Discussion on Consultation and Education Claims (Priority Seq. #4)
      - (1) Issue has been forwarded to Division Workgroup
    - ii) Accountability Measures (Priority Seq. #10)
      - (1) Number of Clean Claims/Month issue is being addressed.
  - b) Carol Duncan Clayton's Letter to Dr. Visingardi Regarding IPRS Implementation
    - ii) Discussion on Dr. Visingardi's response (memo dated June 18, 2002)
      - (1) Memo Subject: IPRS, Accreditation, Service Waivers
      - (2) Rick will email memo to all committee members
  - c) Meetings
    - i) Gary asked for feedback on the convenience of "Meet Me" Conference Calls for Meetings.
    - ii) Contact him for any questions or concerns that may arise in between meetings.

**Next Meeting - July 17, 2002, 1- 3pm**  
**"Meet Me" Call Format**  
**For those attending in-person - Dobbin Building room 115 (Dix Campus)**